

MILITARY LEAVES FOR EMPLOYEES

VERIFICATION OF MILITARY SERVICE OR TRAINING

IMPORTANT INFORMATION—PLEASE READ BEFORE COMPLETING FORM ON REVERSE SIDE

This form is used by Indiana University Human Resources to document the military service or training for an IU employee in order to verify benefits such as retirement and paid time off.

An employer has the right to request that a person who is absent for a period of service of 31 days or more provides documentation described below. (While USERRA does not address documentation of shorter periods of military service, if doubt exists, an employer could contact the employee's military command with questions about a specific period of service.)

If a person does not provide satisfactory documentation because it is not readily available or does not exist, the employer still must promptly reemploy the person. The employer may assist the employee or request information via the online database if employee does not have or does not supply documentation. If, after reemploying the person, documentation becomes available that shows one or more of the reemployment requirements were not met, the employer may terminate the person and any rights or benefits that may have been granted.

Source: Uniformed Services Employment and Reemployment Rights Act, Section 4312

Documentation Provided by Employee

In general, the following documents have been determined by the Secretary of Labor to satisfy proof of eligibility for reemployment. One of these documents must accompany a request for reemployment:

- Discharge papers
- Record of separation
- Leave and earnings statement
- School completion certificate
- Endorsed orders
- Letter from a proper military authority

Documentation Obtained by Online Database

If the employee does not provide the above documentation or if further verification is desired, Indiana University may be able to obtain certain records via the databases below or assist the employee in securing records. Such access is a right rendered by the Freedom of Information Act.

- U.S. Department of Veterans Affairs: www.va.gov/records/get-military-service-records
- National Archives: www.archives.gov/personnel-records-center/military-personnel

To make a request from the databases listed above, the following information is necessary:

- Veteran's complete name
- Social security number or service number
- Branch of service
- Approximate dates of service
- Birth location

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This form is used by IU Human Resources to document the military service or training for an IU employee in order to verify benefits such as retirement and paid time off. This form verifies that an employee has served in Active Duty, the National Guard, or Military Reserves beginning and ending on the dates provided below. One of these documents must accompany a request for reemployment—verification is not complete unless documentation is attached. Copies of the records listed below are proof of service and must include beginning and ending dates.

- Discharge papers
- Leave and earnings statement
- Endorsed orders
- Record of separation
- School completion certificate
- Letter from a proper military authority

SECTION 1—EMPLOYEE INFORMATION

Employee Name (Last, First, Middle):		10-Digit UID:	
Email:			Phone:
Department:		Classification: <input type="checkbox"/> Staff <input type="checkbox"/> Part-Time Employee	

SECTION 2—SERVICE/TRAINING INFORMATION

Select One: <input type="checkbox"/> Active Duty <input type="checkbox"/> National Guard <input type="checkbox"/> Military Reserves		
Dates:		
Activation Date	Inactivation Date	Return From Leave Date (re-employment date)

SECTION 3—EMPLOYEE CERTIFICATION

I certify that the information supplied on this form is true and complete, and I understand that any false information statements made on this form will be grounds for Indiana University to void my benefits and/or terminate my employment.	
Signature:	Date:

To sign and submit this form digitally you must first save it to your device.

This form can also be emailed to askhr@iu.edu; or mailed to IU Human Resources, 2709 E. 10th Street, Ste 321, Bloomington, IN 47408.

FOR INTERNAL USE ONLY

HR REPRESENTATIVE: _____ DATE: _____